

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
April 10, 2018 @ 7:00 PM**

In attendance were Mayor Bob Gordon, Deputy Mayor Steve Maneri, Treasurer Susan Brewer, Secretary Peter Michel, Council Member Ronald Belinko, Town Manager Debbie Botchie, Town Solicitor Seth Thompson, GMB Representative Andrew Lyons Jr., and Town Clerk Matt Amerling.

1. CALL MEETING TO ORDER

Mayor Bob Gordon called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

Mayor Gordon stated everyone was present.

4. ADOPTION OF TOWN COUNCIL MINUTES AND NOTES

A. Adoption of Town Council Minutes – March 13, 2018

B. Adoption of Town Council Executive Session Minutes – April 3, 2018

C. Adoption of Town Council Workshop Minutes – April 3, 2018

Council Member Ronald Belinko motioned to globally adopt the March 13, 2018, Town Council meeting minutes, the April 3, 2018, Town Council Executive Session minutes, and the April 3, 2018, Town Council Workshop meeting minutes. Treasurer Susan Brewer seconded the motion. Motion carried 5-0.

5. FINANCIAL REPORT – Treasurer Susan Brewer

A. March 2017

Treasurer Susan Brewer read the Financial Report for the month ending 3/31/18.

March 31, 2018:

General Revenue: \$ 50,955. Restricted Revenue: \$ 110,006.

General Expenses: 53,541. Restricted Expenses: 9,356.

6. ADMINISTRATIVE MATTERS

A. Administrative Report for March 2018 – Town Manager

There were no comments.

7. CITIZENS' PRIVILEGE, VISITORS, PRESENTATIONS & APPOINTMENTS

There were no comments.

MOTION TO ENTER PUBLIC HEARING

Ms. Brewer motioned to enter Public Hearing at 7:05 p.m. Mr. Michel seconded the motion. Motion carried 5-0.

8. NEW BUSINESS

A. Public Hearing Notice – Secretary

B. Written Comments – Town Manager

There were no written comments.

- C.** Discuss and possible vote on a revised schematic development plan for the Master Planned Community known as Millville by the Sea which had been previously approved in July 2014. The plan was submitted by Millville Town Center, LLC. The applicant is requesting a location change for the Beebe South Coastal Campus, addition of a mixed-use Town Center District, and relocation of the water tower.
Synopsis: The applicant is requesting a revision to the schematic development plan, specifically having the Beebe South Coastal Campus relocating to a new location south west of the original area; adding an additional Town Center district to the south of Beebe, featuring more professional services in that district; and relocating the Tidewater elevated water tower from its 2004-approved location in the southeast section of MBTS to where the old project office is currently located. The plan was reviewed and approved 2-0 at the Town Planning & Zoning (P&Z) Committee meeting on March 9, 2018.

Mr. Al Ruble, of Millville by the Sea (MBTS), stated MBTS is asking tonight for Council to consider three items, one of which is a relocation of the Beebe campus. Mr. Ruble stated the relocation helped the fact that there will be a heliport located on site and the noise would be in a more isolated area, as well as giving more space for the emergency center. Mr. Ruble stated MBTS has met with DelDOT, the County and Beebe, and they all seem to be on-board with the relocation.

Mr. Ruble stated to the south of Beebe, MBTS would also like to add an additional Town Center district, featuring more professional services in that district, such as doctors, dentists, etc. as well as more housing in the form of condos for employees considering to live very close to where they work. Mr. Ruble stated MBTS is also requesting to relocate the Tidewater elevated water tower from its 2004 location in the southeast section of MBTS. Mr. Ruble stated everyone knew that since growth has occurred, the water pressure could be a problem, so there were studies done on the tank and its current location, and it was discovered that, in 2014, the tower was omitted by the developer and Tidewater was not aware of the omission. Mr. Ruble stated because of the water tower being taken away, MBTS is now going to be able to have the Town consider allowing MBTS to move the water tower to where the old project office is currently located, in a very heavily wooded area and help hide a lot of the tower from being seen as well as not throw so much shadow on homes because the location is more secluded. Mr. Ruble stated the tower is also needed

to feed into Beebe's upcoming facility; and the tower wasn't just to serve MBTS, but also other areas in Sussex County around the tower. Mr. Ruble stated the tank is still out another five (5) to eight (8) years before worrying about water pressure.

Deputy Mayor Steve Maneri asked if a particular parcel to the south is in MBTS. Mr. Ruble stated no. Town Solicitor Seth Thompson stated this aspect being reviewed tonight is just the beginning and the full site plan will come afterward for review before Council. Mr. Andrew Lyons Jr., of GMB, stated GMB has reviewed the plans, met with the developer and the Town, reviewed all of the items, made sure not to create any enclaves, and everything looked good. Mr. Lyons stated all of the comments GMB had have been addressed by the developer.

D. Residents/Property Owner Comments & Questions

Ms. Lynn Ceritano, of Frankford, stated she is seeing MBTS's plans but not Beebe, and Ms. Ceritano asked why. Town Manager Debbie Botchie stated Beebe has not submitted plans yet, but they're waiting for approvals, then will submit their plans to the Town's Planning & Zoning for review. Ms. Ceritano asked how Beebe will affect property owners on the other side of Route 17. Ms. Botchie stated she is not sure. Mr. Ruble stated as far as traffic, there will be less than expected thanks to the position of entranceways. Ms. Ceritano stated her main concern is wastewater runoff. Mr. Ruble stated Beebe's center will only be one (1) story but any runoff will be managed on-site and run-off to Beaver Dam. Mr. Thompson stated the master plan functions at the overall level, but the subdivision – particularly of Beebe – will feature more detail.

MOTION TO CLOSE PUBLIC HEARING

Ms. Brewer motioned to close the Public Hearing at 7:27 p.m. Mr. Michel seconded the motion. Motion carried 5-0.

9. NEW BUSINESS

- A.** Discuss and possible vote on a revised schematic development plan submitted by Millville Town Center, LLC, for the Master Planned Community known as Millville by the Sea which had been previously approved in July 2014. Mayor Gordon requests individual vote.

Mr. Michel motioned to approve the revised schematic development plan submitted by Millville Town Center, LLC, for the Master Planned Community known as Millville by the Sea. Mr. Maneri seconded the motion. Mr. Maneri voted yes. Mr. Belinko voted yes. Ms. Brewer voted yes. Mr. Michel voted yes. Mr. Gordon voted yes. Motion carried 5-0.

- B.** Discuss and possible vote on a proposal from George, Miles & Buhr LLC (GMB) for engineering services for site work and site permitting for the two (2) park buildings.

Mr. Andrew Lyons Jr., of GMB, stated this is a proposal for site permits for the two

(2) park buildings. Mayor Gordon asked if this is for the duration of the build. Mr. Lyons stated this is to get the site permits. Mr. Thompson stated he just wanted to iterate this is a time and material basis so the payment listed may not be the final price. Mr. Thompson stated this proposal is for professional services so there is no need for bidding.

Mr. Maneri motioned to accept the proposal from GMB for engineering services for site work and site permitting for the two (2) park buildings. Mr. Belinko seconded the motion. Motion carried 5-0.

- C.** Discuss and possible vote on a concept plan submitted by Millville Town Center, LLC, for an Off-Site 2 connector road, which would connect the Millville by the Sea (MBTS) south area at Sea Star Village and north to Summerwind Village.
Synopsis: If approved, this plan would be sent to the Town Planning & Zoning (P&Z) Commission for approval and recommendation to Council.

Mr. Al Ruble, of MBTS, stated this collector road has been requested since 2008. Mr. Ruble stated MBTS is proposing to build a road up to Summerwind Boulevard and cap it off in different areas for future roads. Mr. Ruble stated MBTS believes this road will take pressure off Substation Road, and would connect the community north to south. Mr. Ruble stated if this is approved tonight, the plan would go to the Town Planning & Zoning (P&Z), and MBTS would hope to get this done within a year. Mr. Ruble further stated Substation Road would also be improved, with sidewalks, all the way up to the Hickman property, which is where MBTS loses ownership.

Mr. Maneri asked if the connector road will connect to Pembroke Lane. Mr. Ruble stated Pembroke Lane will turn into Summerwind, yes. Ms. Brewer recused herself from the dais.

Ms. Botchie stated under the Town's new subdivision development agreement there is a new fee implemented of which the Town will collect seven-point-five percent (7.5%) of the bond amount approved by the Town Engineer instead of the three dollars (\$3) per linear foot, so the applicant will pay 7.5% to cover the engineer costs. Mr. Ruble asked if GMB is certifying the roads. Mr. Lyons stated a geotechnical firm is certifying the roads.

Mr. Maneri asked if there will be a lot of construction traffic. Mr. Ruble stated MBTS won't top the road but base paint it, so MBTS is thinking traffic will be very minimal due to the location, and it wouldn't be impacted often.

Mr. Maneri motioned to approve the concept plan submitted by Millville Town Center, LLC, for an Off-Site 2 connector road. Mr. Michel seconded the motion. Motion carried 4-0-1 recusal. Ms. Brewer rejoined the dais.

- D.** Discuss and possible vote on Resolution 18-06.

Synopsis: If approved, Resolution 18-06 establishes the fee schedule for FY19.

Ms. Botchie stated this resolution is to approve the Town's new fee schedule, and no taxes or license fees were raised. Ms. Botchie stated, for developers, the Town bumped up from four-hundred-fifty dollars (\$450) to five-hundred dollars (\$500) for applications; and escrow costs increased from one-thousand dollars (\$1000) to one-thousand-five-hundred dollars (\$1500).

Ms. Brewer motioned to approve Resolution 18-06. Mayor Gordon seconded the motion. Motion carried 5-0.

10. OLD BUSINESS

- A. Discuss and possible vote on FY19 Budget - Town Manager Debbie Botchie & Finance Director Lisa Wynn

Town Manager Debbie Botchie stated everything remains the same from the previous budget review at the April 3, 2018, Workshop meeting. Mr. Belinko stated he would like to commend the staff on a good job with this budget, especially since having to work from zero. Mr. Maneri seconded Mr. Belinko's statement.

Mr. Maneri motioned to approve the FY19 Budget. Mr. Belinko seconded the motion. Motion carried 5-0.

11. PARK AND RECREATION COMMITTEE REPORT

Deputy Mayor Steve Maneri stated the plans have been resubmitted to Soil Conservation District (SCD), who has thirty (30) days to reply, so that is what the Town is waiting on. Mr. Maneri stated the next Park & Recreation Committee meeting will be on Thursday, April 19, 2018, at 10 a.m., and the committee will discuss grants and what park items might be considered for said applied grant.

12. CITIZENS' PRIVILEGE

There were no comments.

13. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL WORKSHOP MTG., APRIL 24, 2018

14. ADJOURNMENT

Ms. Brewer motioned to adjourn at 7:57 p.m. Mr. Maneri seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk